

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

OCCUPATIONAL SAFETY SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise occupational safety inspectors. The work requires thorough knowledge of the Michigan Occupational Safety and Health Act (M.I.O.S.H.A.) pertaining to occupational safety and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job.

Position Code Title – Occupational Safety Supervisor-1

Occupational Safety Supervisor 13

The employee serves as a first-line field supervisor directing the work of subordinate Occupational Safety Inspectors.

Position Code Title – Occupational Safety Supervisor-2

Occupational Safety Supervisor 14

The employee serves as a second-line supervisor directing the work of subordinate Occupational Safety Inspectors through first-line supervisors.

Position Code Title – Occupational Safety Supervisor-3

Occupational Safety Supervisor 15

The employee serves as a third-line supervisor directing the work of subordinate Occupational Safety Inspectors through second-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

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Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Explains the M.I.O.S.H.A. rules and standards that pertain to occupational safety to field staff, industry officials, employers, employees and their representatives.

Recommends changes in methods and procedures related to safety inspections or the citation review process.

Represents the division/department at pre-hearing conferences and hearings.

Prepares and submits reports on inspection activities.

Reviews accident, injury, and illness reports to detect problem areas related to employee safety.

Serves as a field supervisor responsible for coordinating, reviewing, and participating in the work of field occupational safety inspectors in a designated region of the state.

Conducts the most complex occupational safety inspections.

Evaluates working conditions and recommends improvements in safety and health methods, practices, and procedures.

Gathers evidence and prepares reports on code violation complaints and occupational accidents and fatalities.

Documents violations through notes, sketches, measurements, and photographs.

Attends hearings relative to citations of violations of M.I.O.S.H.A. standards.

Performs related work that is appropriate for the classification as assigned.

Additional Job Duties

Occupational Safety Supervisor 14

Coordinates regional field inspections or related activities through first-level supervisors.

Occupational Safety Supervisor 15

Coordinates regional field inspections and/or related activities through second-line supervisors.

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Develops budget and annual activity plans and controls expenditures.

Develops new standards and recommends revisions to existing standards relative to M.I.O.S.H.A./occupational safety standards.

Establishes and revises policies, procedures, and forms.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 13-level and thorough knowledge is required at the 14-15 levels.

Knowledge of selection techniques and good interview practices.

Knowledge of the laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Knowledge of employee policies and procedures.

Knowledge of labor relations and fair employment practices.

Knowledge of basic investigative techniques and practices.

Thorough knowledge of state occupational safety and Michigan Occupational Safety and Health Acts.

Thorough knowledge of occupational safety techniques and procedures.

Thorough knowledge of standard practices, processes, tools, equipment, and materials related to industrial plant operations.

Thorough knowledge of the occupational hazards and safety precautions applicable to a variety of work settings.

Ability to prioritize, organize, and coordinate work assignments of lower-level occupational safety inspectors.

Ability to interpret and apply standards, laws, rules, and regulations.

Ability to represent the division/department at pre-hearing conferences and hearings.

Ability to prepare and/or maintain reports and other correspondence related to the work.

Ability to communicate effectively, both orally and in writing.

Additional Knowledge, Skills, and Abilities

Occupational Safety Supervisor 13

Thorough knowledge of the methods and procedures related to the processing and appealing of citations.

Ability to instruct, supervise, and evaluate employees performance through the review of completed work assignments.

Ability to perform the most complex and/or unusual occupational safety inspector assignments.

Ability to observe critically, obtain accurate data, and prepare reports.

Occupational Safety Supervisor 14

Ability to instruct, supervise, and evaluate employees performance through first-line occupational safety inspector supervisors.

Ability to coordinate work assignments through first-level occupational safety inspector supervisors.

Occupational Safety Supervisor 15

Ability to instruct, supervise, and evaluate employees performance through second-line occupational safety inspector supervisors.

Ability to coordinate work assignments through second-line occupational safety inspector supervisors.

Some knowledge of accounting and budgeting practices and procedures.

Ability to prepare reports and deliver speeches.

Ability to establish and maintain favorable public relations.

Working Conditions

The employee will walk, bend, and reach for extended periods.

The employee will climb tall ladders.

The employee will bend or stoop in confined spaces.

Work is performed in industrial plants but may be performed in a variety of other places of employment.

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The employee may be exposed to heat (e.g. a foundry), cold (e.g. a processing operation in refrigerated rooms), noise (e.g. a stamping plant), noxious fumes (e.g. a chemical plant), dust, dirt, odor, and dampness.

Considerable travel by automobile may be required.

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require travel.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Occupational Safety Supervisor 13

Two years of experience as an Occupational Safety Inspector E11.

OR

One year of experience as an Occupational Safety Inspector 12.

Occupational Safety Supervisor 14

Three years of experience as an Occupational Safety Inspector E11.

OR

Two years of experience as an Occupational Safety Inspector 12.

OR

One year of experience as an Occupational Safety Supervisor 13 or Occupational Safety Inspector 13.

Occupational Safety Supervisor 15

Three years of experience as an Occupational Safety Inspector 12.

OR

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Two years of experience as an Occupational Safety Supervisor 13 or Occupational Safety Inspector 13.

OR

One year of experience as an Occupational Safety Supervisor 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
OCCSAFSPV	Occupational Safety Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Occupational Safety Supervisor-1	OCCSSPV1	NERE-182
Occupational Safety Supervisor-2	OCCSSPV2	NERE-186
Occupational Safety Supervisor-3	OCCSSPV3	NERE-188

ECP Group 3
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